

PROCEDURE 1410.08  
Issued January 1, 1994

SUBJECT: Videoconferencing.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide consistency and maximize efficiency in the procurement and use of videoconferencing equipment and services.

CONTACT AGENCY: Department of Information Technology (DIT)  
Infrastructure Services  
Telecom & Network Management

TELEPHONE: 517/373-0785

FAX: 517/373-0303

SUMMARY: Provides oversight by Telecom & Network Management for the procurement of videoconferencing equipment and services.

APPLICABLE FORMS: None.

PROCEDURES:

- Get in touch with Telecom & Network Management for contract administration assistance.
- Make contact with contract vendors for prices, models, planning and design services and general information.

\* \* \*